

ADMIN. REFRESHER 1955

S-E-C-R-E-TADMINISTRATIVE REFRESHER COURSE #1Monday - 29 November 1954

0830 - 0900 Registration and Distribution of Materials
 0900 - 0920 Course indoctrination and Security Instructions
 0930 - 1100 Organization and Functions of Central Intelligence Agency
 1110 - 1230 Organization, Functions and Command Structure of
 Clandestine Services
 1330 - 1420 Foreign Division Organization
 1430 - 1700 Administrative Project Procedures

Tuesday - 30 November 1954

0830 - 0900 Study of
 0900 - 0940 Use of Regulation Manuals
 0950 - 1020 Study of
 1020 - 1200 Budget Requirements
 1300 - 1500 Career Service Functions
 1510 - 1700 Personnel Procedures of Clandestine Services

Wednesday - 1 December 1954

0830 - 0930 Study of Cable Guide
 0930 - 1000 Discussion of Cable Guide
 1010 - 1200 Headquarters and Field Allowances
 1300 - 1400 Table of Organization Procedures
 1410 - 1700 Transportation of Personnel and Effects; Field
 Personnel Procedures

Thursday - 2 December 1954

0830 - 1030 Study and Discussion of "Responsibility of Operational
 Supplies and Materiel"
 1040 - 1230 Case and Agent Records
 1330 - 1430 Functions of Management
 1440 - 1700 Station and Headquarters Financial Responsibilities

Friday - 3 December 1954

0830 - 0900 Study for General Examination
 0900 - 1050 Security Office Support of the Clandestine Service
 1100 - 1200 Special Contracting and Allowances Staff
 1300 - 1345 Staff Training for Clandestine Service
 1355 - 1530 General Examination
 1540 - 1700 Seminar and Critique

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MEMORANDUM FOR: Staff and Division Training Officers, DD/P

SUBJECT: Administrative Refresher

1. An Administrative Refresher Course will be given for the purpose of familiarizing personnel with the present organization of the Agency and current administrative activity and procedures at Headquarters and at Field stations.

2. Administrative Refresher No. 1 will be conducted from 29 November through 3 December 1954 in Room 155, Building Registration for this first course will close at 1700 hours, Monday, 22 November 1954. Registration for subsequent presentations of the course will close at 1700 hours on the last Monday preceding the opening date. Administrative Refresher No. 2 is tentatively scheduled to begin 14 February 1955.

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3. Precise data on course objectives, prerequisites, enrollment and scope are included in the attachment.

MATTHEW PAIRD
Director of Training

Attachment

S-E-C-R-E-T

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July 1956

ATTACHMENT

TITLE Administrative Refresher

OBJECTIVE Provide familiarization with the present organization of the Agency and current administrative activity and procedures at Headquarters and at Field stations.

PREREQUISITES Top Secret Clearance
Recent completion of at least one tour of duty abroad, or projected assignment that requires bringing past training up to date.

ENROLLMENT 15 to 30

DURATION One week (40 hours)

LOCATION Headquarters

This course is designed primarily for DD/P administrative personnel who, because of the duration of their assignment abroad, are unfamiliar with recent developments of major significance at Headquarters. It is not intended to impart basic knowledge but to bring old knowledge up to date. It is not a substitute for any other course required by [REDACTED]

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[REDACTED] Headquarters personnel are not excluded, but Training Officers should carefully examine the appropriateness of such enrollments.

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By means of lectures, discussions and selected reading materials, the description and examination of current policy, objectives, organization, problems of administrative emphasis, current methods of personnel management, fiscal administration and requirements, and current capabilities for providing administrative support will be undertaken. Primary emphasis will be given to administrative support procedures and regulations. In addition, discussion of other Agency components will be undertaken to ensure proper understanding of their activities in relation to the total Agency effort and of their capacity to support the work of the Clandestine Services.

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ADMINISTRATIVE REFRESHER #1

14 - 18 February 1955

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FE	ADM
WH	ADM
WE	ADM
EE	ADM
WE	FI
WE	ADM
WH	ADM

Summary (By Divisions)

EE	-	
FE	-	
WE	-	
WH	-	
TOTAL:		

Summary (By Staffs)

Adm	-	
FI	-	
TOTAL:		

STAT

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✓ info on cards